

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 12, 2021

Closing Date: November 22, 2021

**Legal Administrative Specialist
Criminal Division, Wilmington Felony Trial Unit
New Castle County**

Job Responsibilities and Duties:

This Legal Administrative Specialist is assigned to provide secretarial support to Deputy Attorneys General in the Wilmington Felony Trial Unit, Criminal Division, in New Castle County. Duties include, but are not limited to, preparing indictments (including multi co-defendant and sealed indictments) and discovery, updating witness lists and sending trial notices, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Specialist sets up files, runs criminal record checks, and closes files. Duties will include typing of briefs, preparation and filing of pleadings and other legal correspondence. Extra duties can be assigned as needed by the Deputy Attorneys General when they are preparing for trial, or while a Deputy Attorney General is mid-trial. This Unit is within an extremely fast-paced working environment with a high volume of demands. This secretarial position also participates in the rotation schedule of the main Criminal Division Receptionist phones on the 5th floor in the Carvel State Building.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, well organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witness, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.